

# Worksite Representatives Charter



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Australian Nursing and  
Midwifery Federation  
(SA Branch)

With you at work and in practice

“

Being a WSR has given me a great opportunity to represent the ANMF (SA Branch) and support members at my workplace.

I am proud to be part of a strong unit that binds nurses together.

”

**Lisa, Registered Nurse,  
Lyell McEwin Hospital**



# Contents

- 05 Vision
- 06 About Worksite Representatives
- 08 The Worksite Representatives Charter
- 08 Your Role
- 09 Code of Conduct
- 10 Your Responsibilities
- 12 Your Rights
- 14 Training and Skills
- 15 Benefits For Your Employer

“

A good leader  
leads the people  
from above them.  
A great leader leads  
the people from  
within them.

”

**M.D. Arnold**

# Vision

The ANMF (SA Branch)'s vision is to empower members to maximise their influence over the profession, their working environment, the health care system and the broader community.

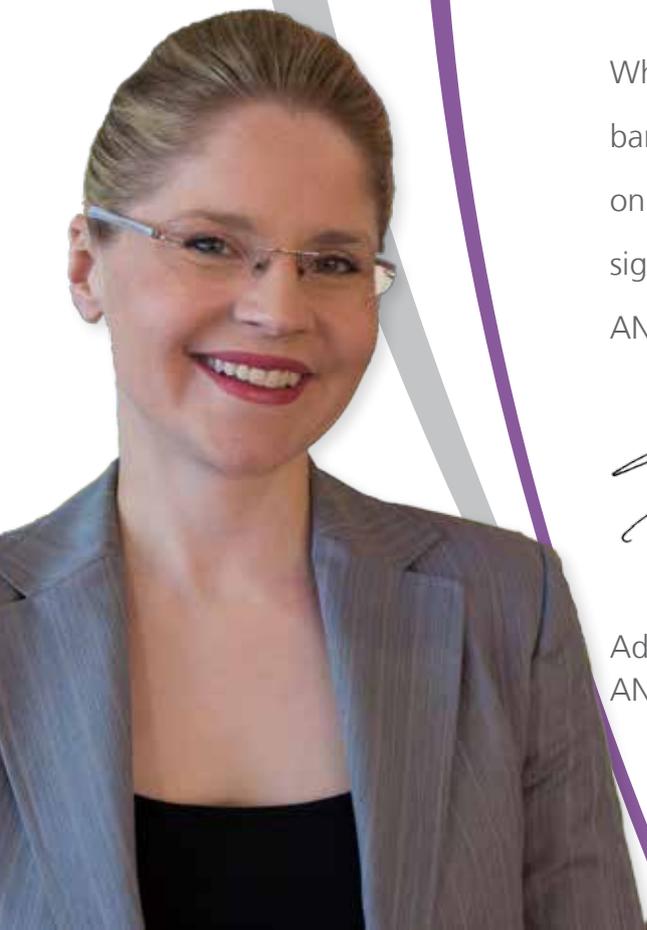
Worksite Representatives (WSRs) play a critical role in enabling us to work towards this vision.

As our leaders in the workplace, WSRs also have a significant role in ensuring that the ANMF (SA Branch) remains proactive, focused and on target to meet these objectives. The WSR Charter has been created as a resource, providing direction and focus on the WSR role.

Whether it is by assisting us in negotiating better enterprise bargaining outcomes or by providing advice to members on their rights in the workplace, WSRs can and do make a significant difference in the lives of their colleagues and to the ANMF (SA Branch).



Adj Assoc Professor Elizabeth Dabars AM  
ANMF (SA Branch) CEO/Secretary



# About ANMF (SA Branch) Worksite Representatives

ANMF (SA Branch) Worksite Representatives (WSRs) are the public face of the ANMF (SA Branch) in the workplace. Having active WSRs in your workplace increases our ability to improve working and living conditions for all members. All WSRs have four key responsibilities:

By becoming an ANMF (SA Branch) WSR, all members commit to upholding and advocating these goals as well as those laid out in this Charter.

**1 — Represent members in your workplace**

**2 — Recruit and retain members**

**3 — Organise members at your workplace**

**4 — Support us beyond the workplace**

# The Worksite Representative Charter

The ANMF (SA Branch) Worksite Representative Charter is a guide for standards for all WSRs. All ANMF (SA Branch) WSRs are bound by this charter and a Code of Conduct.

The Charter has two purposes. Firstly, it serves as a resource for WSRs to illustrate the focus, direction and remit their role. Secondly, it serves as an educational resource for others. Employers and other staff can use it to understand how an active and supportive WSR can benefit the workplace.

The Charter covers two main sections – your rights and responsibilities as a WSR including a Code of Conduct, and our ongoing commitment to you, your professions and your employer.

## Your Role

WSRs are the face of the ANMF (SA Branch) in the workplace. A WSR is an ANMF (SA Branch) member elected and accountable to fellow members in a workplace to represent the interests of those members and to promote the role and work of the ANMF (SA Branch).

Having an active WSR in the workplace increases our ability to effectively improve working and living conditions for our members and the wider nursing and midwifery professions.



# Worksite Representatives Code of Conduct

1. Worksite Representatives undertake their roles in a safe and competent manner.
2. Worksite Representatives undertake their roles in accordance with the standards of the profession and broader health system and within the values, policies and procedures of the ANMF.
3. Worksite Representatives practise and conduct themselves in accordance with laws, policies and regulations relevant to the professions and the union.
4. Worksite Representatives respect the dignity, culture, ethnicity, values and beliefs of the people they represent and work with.
5. Worksite Representatives treat personal and other information obtained through undertaking this role as private and confidential.
6. Worksite Representatives provide honest and accurate information, advice and representation to members and do not seek to obtain personal or professional benefit through undertaking the role.
7. Worksite Representatives support the informed decision-making of members requiring or receiving advice and/or representation.
8. Worksite Representatives promote and preserve the trust and privilege inherent in the relationship between themselves and members.
9. Worksite Representatives seek to create and build on members' trust and confidence in the union.
10. Worksite Representatives undertake their role reflectively and ethically.

**REPRESENT**  
MEMBERS IN YOUR WORKPLACE

**RECRUIT**  
AND RETAIN MEMBERS

**ORGANISE**  
STAFF AT YOUR WORKPLACE

**SUPPORT US**  
BEYOND YOUR WORKPLACE

# Responsibilities

- Represent the views and interests of members
  - Gather and disseminate all relevant ANMF (SA Branch) information for members
  - Give members appropriate guidance and advice and maintain confidentiality
  - Understand relevant Awards, Agreements and Legislation
  - Keep accurate written notes of all meetings
  - Refer matters outside your knowledge and skill set to the ANMF (SA Branch)
- 
- Increase and maximise the number of active members in the workplace
  - Maintain up-to-date information about members in the workplace
  - Be an approachable and informative resource to promote ANMF (SA Branch) membership
    - Encourage a high level of activism in the workplace
    - Make time to speak to individual members about current issues
    - Encourage members to do as much as possible themselves
    - Seek out and encourage members to carry out leadership positions
    - Provide accurate, concise and up-to-date information for members about current issues
    - Keep your Union notice boards up-to-date
    - Keep in regular contact with other WSRs and the ANMF (SA Branch)
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- Promote awareness and understanding of the ANMF (SA Branch) aims, objectives and achievements
  - Keep informed about campaigns in other workplaces and industries
  - Maintain regular contact with WSRs from other workplaces through attendance at ANMF forums
  - Maintain up-to-date Worksite Representative training

# Your Rights

- Paid time\* to perform your WSR duties and formal recognition of your role
  - Paid time\* to contribute to negotiations with management on issues affecting ANMF (SA Branch) members
  - The ability for WSRs to speak with new employees as part of workplace inductions
  - The ability for WSRs to meet with members to discuss worksite issues
- Access to facilities that enable members to meet in confidence
  - Regular updates on ANMF (SA Branch) issues, changes to legislation and Awards/Agreements and information on upcoming events
  - Appropriate WSR identification and materials enhancing WSR workplace visibility
- Access to reasonable periods of paid leave\* to attend accredited ANMF (SA Branch) courses
  - Access to regular WSR Forums
  - Up-to-date relevant and responsive training which reflects WSR requirements, including training on issues identified by the WSRs.
- Access to ANMF (SA Branch) facilities
  - Opportunities to network with other ANMF (SA Branch) WSRs
  - Recognition of the work of WSRs
  - Up-to-date information for organising the workplace, such as leaflets, new member packs, application forms, pay sheets, ANMF (SA Branch) magazines, membership lists and information on benefits

# Training and Skills

**RECOGNITION**  
OF THE IMPORTANT ROLE OF A WSR

**RESOURCES**  
TO HELP YOU IN YOUR WSR ROLE

**TRAINING**  
TO SUPPORT YOU AS A WSR

**PLUS**  
MUCH MORE

Recognising the important role education plays in developing and empowering WSRs, the ANMF (SA Branch) commits to ensuring members have access to WSR training to further develop their skills and confidence.

Once elected, a WSR will be automatically enrolled into WSR 1 Training. In the event that the WSR is unable to attend the training, it will be expected that the WSR nominate an alternative date within 3 months.

Once WSR 1 training has been completed, the WSR will enrol in WSR 2 training within 12 months of WSR 1 completion. WSRs are expected to enrol and complete the necessary training requirements, including attendance at a 'refresher' course every 2 years. In the event that training is not completed, the WSR will lapse as a representative until the necessary training has been completed.

WSRs will gain the skills and abilities to develop into Worksite Leaders. There will be many skills and attributes that will be transferrable to various settings. These include but are not limited to:

- Negotiation skills
- Advocacy
- Team work
- Enhanced communication skills
- Interpretation of industrial documents and legislation
- Conflict resolution
- Mentoring



# Benefits for your employer

The ANMF (SA Branch) is committed to maintaining a respectful and effective working relationship with all employers, WSRs play an important role in this process.

A local onsite ANMF (SA Branch) WSR can assist by working to resolve matters with their employer.

WSRs also act as a resource for other staff members in the worksite and can serve as a trusted conduit between management and members.





Australian Nursing and  
Midwifery Federation  
(SA Branch)

*With you at work and in practice*

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